

Town  
Records

~~U.P.A. File  
Clerical~~

February 7, 1940

Commissioner of Public Records  
State House  
Boston, Massachusetts

Dear Sir:

Please furnish me with information regarding the required time that old Town Records must be kept by the Town.

We are at this time sorting and filing our Town Records and find many cancelled checks and Accountant's vouchers which would seem to be of no value. Many of these are dated in the vicinity of 1913, and are no longer used by the Town.

Reference is not made to valuable historical records or those of the Town Clerk. Thank you for any information you may forward on this subject.

Yours truly,

*Hca*

Clerk, Bd. of Selectmen

HA:MDN





*Frederic W. Cook*  
*Secretary of the Commonwealth*

*The Commonwealth of Massachusetts*  
*Office of the Secretary*

*Boston* Dec. 17, 1941.

Mr. Charles H. Newton, Chairman,  
Board of Selectmen,  
Southborough, Massachusetts.

My dear Mr. Newton:

The writer has received information from  
Mr. Arthur Hassett, Supervisor of Public Records,  
to the effect that your record books should be re-  
bound, as they are in very bad condition at the  
present writing.

I desire to express my appreciation in  
the way you responded in having the original records  
permanently bound.

Trusting that this will be attended to in  
the immediate future, and expressing my appreciation  
for same, I am

Very truly yours,

*William N. Hardy*

William N. Hardy  
Deputy Secretary of the Commonwealth.

*Records*





*The Commonwealth of Massachusetts*  
*Office of the Secretary*

*File*  
*Town Records*

*Frederic W. Cook*  
*Secretary of the Commonwealth*

*Boston* February 10, 1940

Mr. Hamilton Armstrong, Clerk,  
Board of Selectmen,  
Southborough, Mass.

Dear Sir:

In reply to your letter of February 7, I hereby give my approval to destroying cancelled checks and Accountant's vouchers which appear from your letter to be in the neighborhood of 1913.

In regard to the Town records, they must be preserved for all towns. Same should be bound and kept in the vault or safe for protection.

In regard to your historical records and the records of the Town Clerk, they in turn should be preserved for future reference.

Very truly yours,

*William N. Hardy*

William N. Hardy,  
Supervisor of Public Records.



19/183



The Commonwealth of Massachusetts

COMMISSIONER OF PUBLIC RECORDS

STATE HOUSE, BOSTON

December 8, 1911.

Francis D. Newton, Esq.

Chairman of the Selectmen,  
Southborough;

Dear Sir:-

I beg to thank you for your prompt and very satisfactory reply to my recent letter on inquiry concerning the public records of Southborough. I am closing up my histories for the year, and wanted to get the latest word from your town. I appreciate that in readjusting your town offices you will need to make some different vault arrangements. I am glad to know that new safes have been provided and that everything is now protected against loss by fire.

Yours very truly,

A handwritten signature in cursive script, reading "Henry E. Wood".

Commissioner.





# The Commonwealth of Massachusetts

## COMMISSIONER OF PUBLIC RECORDS

STATE HOUSE, BOSTON

December 5, 1911.

Chairman of the Selectmen,

Southborough;

Dear Sir:-

You wrote me about a year ago that the town proposed to build a new Public Library and to remove the books from the town hall and re-arrange the offices, etc.; and that a new vault probably would have to be built; also, that steps had been taken to provide safes for the Overseers of the Poor, the School Committee, and the Sealer of Weights and Measures.

As I have heard nothing since, and as it is my duty to keep in touch with all matters affecting the safety of the public records, I now write to ask what has been done in the case of the proposed library; whether any inexpensive non-combustible fittings have been placed in the old vault, as I suggested might be done; and whether the safes were bought for the departments mentioned above and their records placed in them.

I enclose envelope for your reply, for which I will be obliged.

Yours very truly,

*Benny E. Wood*

Commissioner.





The Commonwealth of Massachusetts,

COMMISSIONER OF PUBLIC RECORDS,

STATE HOUSE, BOSTON.

November 19, 1910

Chairman of the Selectmen,

Southborough;

Dear Sir:-

Following my recent official visit of inspection at Southborough, it is my duty to call the attention of your honorable board to Sections 18 and 19 (see penalties in Section 22) of Chapter 35, Revised Laws, and to the following conditions in Southborough which are in violation thereof, viz:

The vault in the town hall is fitted with combustible materials.

No safe or vault is provided for the records of the Overseers of the Poor, in the custody of Mr. Lincoln; of the School Committee records, divided between the home of Mr. Howes, the home of the Secretary, and the office of the Superintendent of Schools; and of the Seler of Weights and Measures.

Trusting that these violations will be remedied soon, in compliance with the statute, I am,

Yours very truly,

A handwritten signature in cursive script, reading "Henry C. Wood".

Commissioner.



STEEL AND WOOD FURNITURE  
VAULTS AND VAULT DOORS  
FIRE AND BURGLAR PROOF SAFES  
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BRONZE AND MARBLE WORK

BANK ENGINEERS AND  
CONTRACTORS

BOSTON Dec. 30, 1910.

Chairman Board of Selectmen,  
Southboro, Mass.

Dear Sir:-

If you have not already complied with the State Law making it compulsory for towns and cities to equip their vaults with steel filing cases, we should be pleased to have our representative call to see you at your early convenience, one who is competent to make drawings and submit for your approval.

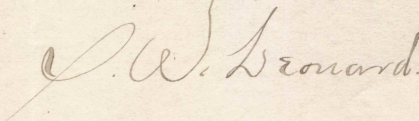
In order to reduce our large stock of steel and wood filing cabinets, also steel and wood flat and roll top desks, we are offering for the next thirty days these goods at very low prices. If you are interested and are likely to want anything in this line, on receipt of your enquiry as to just what you require we will be very glad to send you a cut and quote you prices.

Kindly use enclosed addressed card for your reply. Hoping to hear from you, we remain

Yours very truly,

OFFICE, BANK &amp; LIBRARY COMPANY.

SWL/AK  
Enc.





## Commonwealth of Massachusetts.

OFFICE OF THE  
COMMISSIONER OF PUBLIC RECORDS,  
STATE HOUSE.

Boston, Oct. 9, 1906.

Charles H. Newton, Esq.,

Town Clerk, Southborough,

Dear Sir:

In reply to your letter of the 5th inst. I would say that as long ago as 1898 an attempt was made to get the records of the extinct Unitarian church by the clerk at that time and the fact was finally accepted that the records were burned in the house of one of the members.

If you have reason to suppose that was not so, and that Mr. Wheeler has them or may know where they are, it is your duty to make a demand for them.

If you prefer not to have it appear as being done at your instigation you may write him that I have called your attention to the fact that doubt exists as to whether those records were destroyed, and that as from 1889 they were reported as being in his possession I have asked you to communicate with him. If you prefer I will write him directly.

I am glad to see that you are interested in the matter as too many of the town clerks do not seem to take much interest beyond doing their current work correctly.

Yours truly,

Robert T. Swan,  
Commissioner.  
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